

## **FTP Instructions**

### **PRODUCTION:**

Select Start then Run and type in ftp 214.3.151.73 (or ftp leghorn)

At the prompt, type “put C:\ Training\_Completions\_XXXX\_yy\_zz.csv or extension .txt. (include path and file name)

Type ‘ls’ to review a list of files that have been staged.

Type “quit” to exit.

### **SQT:**

The ftp address for the SQT environment is 214.3.151.138

#### **Key:**

xxxx = region code

yy = unique number to permit more than one file, per region, per processing cycle, to be stated. Number “99” will be reserved for use by the Army Training Requirements and Resources System (ATTRS) which is used to manage registration and scheduling of all DAU courses.

zz = a sequence number for a particular type of file being processed with the same region and processing cycle.